

ASSISTANT COURT EXECUTIVE OFFICER

DEFINITION

Under the administrative direction of the Court Executive Officer, to assist with planning, organizing, directing, supervising, and managing the Court's non-judicial and administrative operations, functions, and activities; to assist with the preparation and administration of the Court's budget; to provide day-to-day direction and management for assigned areas of Court functions and services; to perform special projects, as assigned; to serve as a Court liaison with governmental agencies, civic groups the public, and the legal community; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the single top level management classification that reports to the Court Executive Officer and assists with the administration and supervision of the Superior Court of California, County of San Luis Obispo's non-judicial court activities, Jury Services, and administrative functions. As a Deputy, this person will be required to represent the Court with other departments, organizations and government agencies as delegated and to serve as court administrator in the Court Executive Officers absence.

TYPICAL TASKS

- To serve as principle assistant and technical advisor to the Superior Court Executive Officer in the overall management and administration of the Superior Court.
- To plan, organize, assign, supervise and direct the work of non-judicial activities and operations of the court.
- To evaluate and recommend equipment, staffing facility and other budget related needs; to organize programs and special projects; to coordinate division operations within the department, the County and other governmental agencies.
- Manages assigned staff, directly and through subordinate managers and supervisors; performs a broad range of general supervisory duties.
- Represents the court in negotiations related to establishment of physical facilities for the court and provision of services by the County and other vendors.
- To keep apprised of changes in laws that affect the courts; to consult with the Court Executive Officer regarding improvements to court calendars, case flow management, staff assignments, statistical gathering and issues dealing with court information systems.
- To advise the Court Executive Officer on the overall operation of Court support staff and to monitor and evaluate the effectiveness of departmental operations. To develop and recommend improvements.

EMPLOYMENT STANDARDS

Knowledge of:

- Basic principles of organization, personnel management, administration, management and leadership; principles and techniques of effective supervision and training.
- Principles of effective public and community relations.
- Principles of human resources management and employer-employee relations.
- Principles of trial court funding and county financial management.
- The relevant provisions of civil, criminal, family and juvenile services, and other applicable codes, manuals, rules, regulations, and policies.
- Principles and practices of program development and review; statistical methods and reports required by the courts; knowledge of computer applications and processes relevant to case and operations management for information retrieval.

Ability to:

- Plan, organize, administer, manage, and coordinate a variety of court programs, services, and administrative functions, as delegated.
- Supervise, direct, motivate, and evaluate the work of assigned staff.
- Develop budgets and control expenditures.
- Consult with and advise judges, and other government representatives on a wide variety of court and administrative functions.
- Interpret, explain, and apply a variety of codes, statutes, policies, rules, procedures, instructions, and regulations related to court activities.
- Develop and implement goals, policies, procedures and work standards.
- Analyze complex technical and administrative problems and evaluate alternatives.
- Prepare, clear, concise and accurate records and reports.
- Effectively represent the Court in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, court staff, the State Administrative Office of the Courts, and other agencies.
- Establish and maintain cooperative working relationships with judges, government officials, attorneys, employees and the general public.

EXPERIENCE/EDUCATION

Education equivalent to a Bachelor's degree from an accredited college or university in court administration, public or business administration, public or business administration, public policy or a closely related field is preferred.

Five years of increasingly responsible experience in a court, court-related or criminal justice agency including at least two years in a management or supervisory capacity.

(A combination of management/supervisory experience plus related course work in court/business/public administration may be substituted for the required education on a two for one year basis.)

OTHER CONDITIONS OF EMPLOYMENT

This class specification generally describes the duties, responsibilities and characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position will be identified and used in the hiring and selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.